

## **Genesee Valley Chapter Emergency Nurses Association**

### **Monthly Meeting Minutes**

**Meeting Date:** December 12, 2016

**Location:** Henrietta Volunteer Ambulance

| <u>TOPIC</u>                           | <u>DISCUSSION &amp; ACTION</u>  | <u>RESPONSIBLE PERSON</u> | <u>STATUS/ ACTION</u> |
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| <b>Called to order @ 1706</b>          | Members Present: Patrick Byrne, Susan Chalupa-Breese, Virginia Hebda, Susan Knapp, Rosemary P. Magill, Mary Mahler, Tammy Ophardt, Monica Seaman, Rosa Waldroff, Gwen Williams,<br><br>Meeting called to order by President Susan Knapp.  | Susan Knapp               | Closed                |
| <b>Welcome and Introductions</b>       | President Susan Knapp welcomed the members and guests to the monthly GVENA<br><br>Attendees were reminded to sign the attendance sheet.   | Susan Knapp               | Closed                |
| <b>Approval of Minutes</b>             | Minutes from 11/14/16 were reviewed. <ul style="list-style-type: none"> <li>• Corrections: <ul style="list-style-type: none"> <li>○ Page 1 – date change from 11/13/16 to 11/14/16</li> <li>○ Page 2 – Membership Committee change Virginia Knapp to Virginia Hebda</li> <li>○ Page 3 – change 2017 chapter meetings from 2<sup>nd</sup> Tuesday to 2<sup>nd</sup> Monday</li> <li>○ Page 4 – change NYS ENA Officers as follows: <ul style="list-style-type: none"> <li>▪ Treasurer is Maureen Chernosky</li> <li>▪ Secretary is Jamla Bergman</li> <li>▪ Board Member at Large is Renee Sylvies</li> </ul> </li> <li>○ Page 4 – bullet point 7 change payments due to payments due</li> </ul> </li> </ul> Motion to approve 11/14/16 minutes with corrections: Virginia Hebda/2 <sup>nd</sup> Sue Chalupa-Breese. Passed. |                           | Closed                |
| <b>Secretary Report: Gwen Williams</b> | November 2016 meeting minutes submitted for approval.<br><br>PO Box checked – no mail for chapter.  | Gwen Williams             | Closed                |

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| <p><b>Treasurer's Report:<br/>Susan Breese</b></p>      | <p>Checking account balance: \$13,658.37 as of 12/1/16.</p> <p>Grey Goose account balance: 1,655.37 as of 12/1/16.</p> <p>Recipients from the GVC ENA Emergency Nurses Week membership drawing were not eligible for the group membership rate. Three were new members, 2 were rejoining, and 3 were renewing members. Check sent to ENA for \$920 (\$115/member x 8). Their names should appear on the 1/17 chapter membership list.</p> <p>E-mail received from Mary Ellen Jennison re: First Niagara account transfers to Key Bank. Chapter and State authorized officers will share the same user name and password at present time for accounts.</p> <p>Rosa Waldroff received a letter from Key Bank re: account change from First Niagara to Key Bank – letter forwarded to Mary Ellen Jennison.</p> <p>2017 bank signature cards – per State Treasurer, do not complete yet.</p> <p>Discussion re: number authorized officer signatures, Currently authorized officer signatures are Tammy Ophardt and Sue Chalupa-Breese. Authorized signatures should include chapter treasurer, treasurer-elect, and president.<br/>In the short term, retain 2 current signatures.<br/>In the long term, after bank transition is complete, will add Patrick Byrne, Virginia Hebda ASAP. Sue Chalupa-Breese will remain an authorized signature. Tammy Ophardt will be removed from the authorized signature list.<br/>Signatures may not be able to be added/changed yet until bank transition is complete.</p> <p>Motion by Sue Knapp to approve authorized Key Bank Chapter Account signatures to 3 officers: Patrick Bryne, Virginia Hebda and Sue Chalupa-Breese ASAP/2<sup>nd</sup> Monica Seaman. Approved.</p> | <p>Susan Chalupa<br/>Breese</p> | <p>Closed</p> |
| <p><b>President-Elect Report:<br/>Monica Seaman</b></p> | <p>No report.</p>  | <p>Monica Seaman</p>            | <p>Closed</p> |

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| <b>Past President Report:<br/>Tammy Ophardt</b>              | No report   | Tammy Ophardt  | Closed |
| <b>President's Report:<br/>Susan Knapp</b>                   | <ul style="list-style-type: none"> <li>• December 2016 activity plan reviewed: <ul style="list-style-type: none"> <li>○ Chapter strategic plan – complete</li> <li>○ Welcome letters – complete</li> <li>○ Transition meeting for chapter officers – complete</li> <li>○ Chapter website up to date with 2017 officers</li> </ul> </li> <li>• National ENA Chapter and State Leaders orientation is 2/17 in Las Vegas. Webinar is also an option. Monica Seaman plans to register for/attend the webinar.</li> </ul>  | Susan Knapp    | Closed |
| <b>Committees:</b>   |   |                |        |
| <b>Membership:<br/>Virginia Hebda</b>                        | Chapter membership as of 12/2016: 166<br>10 expired members – membership renewal reminder post-cards sent<br>0 new members<br>8 winners from the Emergency Nurses Day drawing will be on the membership next month.   | Virginia Hebda | Closed |
| <b>Communications<br/>Dawn MacMullen</b>                     | No report.<br><br>Chapter newsletter was emailed in November 2016 with new officers, chapter meeting dates, and course offerings.   | Dawn MacMullen | Closed |
| <b>Education:<br/>Patrick Byrne and Susan Chalupa-Breese</b> | Dr. Cullinan from RGH ED will present at the 3/17 chapter meeting on a decontamination topic.<br><br>Discussion re: education topic for 1/17 meeting – armed robbery/aggressor, chem pack or 911 requested caller information topic.<br>Patrick has a prepared lecture on armed robbery and Tammy could present on 911 dispatch.<br>Other potential topics: personal safety and safety awareness.<br>Clinical topics: portable meth labs carried in to the ED<br>Mail an educational needs assessment to the membership to solicit topics of interest – Patrick plans to develop. |                |        |

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|                     | <p>Motion to present an educational session on armed robbery/aggressor at the 1/9/17 meeting by Patrick Byrne by Sue Knapp/2<sup>nd</sup> Gwen Williams. Passed.<br/>Flyer will be e-mailed to membership.</p> <p>TNCC Dates:<br/>March 4 – 1 day renewal at RGH, Course Director – Sue Chalupa-Breese<br/>April 8-9 – RGH<br/>September 30-October 1 – RGH</p> <p>ENPC Dates:<br/>March 25-26 - RGH<br/>November 4-5 – RGH</p> <p>Discussion re: ENPC instructor expiration dates due to 11/16 course cancellation. Sue Knapp/Sue Chalupa-Breese will check. Rosa is on vacation for March 2017 course.</p>   | Patrick Byrne<br>and Sue Breese | Closed |
| <b>New Business</b> | <p>Committee Chairs 2017:<br/>The following members were appointed by the President-Elect:<br/>Membership – Gwen Williams<br/>Education – Patrick Byrne, Sue Chalupa-Breese<br/>Communications – Patrick Byrne<br/>Need to mentor new members for 2018 Committee Chairs.</p> <p>STEP Letter of Support for EMS Directory:<br/>Sue Chalupa-Breese received a letter from Dr. David Kluge (STEP). STEP has applied for a grant from the Ralph Wilson Foundation to fund the STEP EMS Directory and has requested a letter of support from GVENA to include with/attach to the grant application.<br/>Discussion:<br/>Sue Breese gave a brief history of STEP and the STEP EMS Directory. Since GVENA/NYSENA is a 501C3 organization, can we write a letter of support for the EMS Directory?<br/>Motion: Sue Chalupa-Breese to consult NYSENA/National ENA on support letter. Pending approval from State and National ENA, Sue Chalupa-Breese will write a letter of support. Sue Chalupa-Breese will report at the January</p> |                                 |        |

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|                           | <p>2017 GVENA meeting on concerns/issues/approval from State and National ENA. Application is due to the Foundation in early January 2017.</p> <p>Installation of 2017 Chapter Officers:<br/> The following chapter officers were introduced and installed:<br/> President – Monica Seaman<br/> President-Elect – Patrick Byrne<br/> Secretary: Mary Mahler and Rosemary P. Magill<br/> Treasurer: Virginia Hebda<br/> Treasurer – Elect – Sue Chalupa-Breese<br/> Photo was taken for the newsletter.</p> | Sue Knapp   | Closed |
| <b>Old Business</b>       | None   | Susan Knapp | Closed |
| <b>Motion to Adjourn:</b> | <p>Motion to adjourn at 1807: Tammy Ophardt/2<sup>nd</sup> Rosa Waldroff.<br/> Motion passed.<br/> Meeting adjourned.</p> <p>An educational presentation by Patrick Byrne on Communication followed the chapter business meeting.</p>  |             |        |

**Next meeting: Monday, January 9, 2017, Henrietta Volunteer Ambulance, 1700.**

**Respectfully submitted,**

Gwen Williams, MS, RN-BC, CNS-BC, CEN, GVENA Secretary 2016